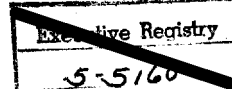


Equip. & Supplies



26 April 1954

*File  
EAP*

**MEMORANDUM FOR:** Deputy Director (Administration) (2)  
Deputy Director (Intelligence) (10)  
Deputy Director (Plans) (14)  
Director of Training (3)  
Assistant Director for Communications (3)  
Assistant Director for Personnel (5)  
General Counsel (1)  
Comptroller (3)  
Inspector General (1)  
Chief of Logistics (7)  
Chief, Medical Staff (3)  
Auditor-in-Chief (1)  
Director of Security (5)  
Cable Secretary (1)

**SUBJECT:** Proposed Regulation No. [REDACTED], Office Business Machines  
(Job #458-REG)

25X1A

1. Subject Regulation is submitted for your comment and concurrence.
2. This issuance contains the initial expression of Agency policy and procedures in regard to office business machines. Nothing in this proposed Regulation is in conflict with existing Government regulations on the use of office business machines. The section on standards for the use of electric typewriters is in harmony with the regulation for all Government agencies from General Services Administration.
3. Paragraph 2c refers to Regulation No. [REDACTED] which is currently being developed. If that Regulation is not ready for publication prior to authentication of this Regulation, the reference thereto will be revised accordingly.
4. The proposed Regulation was initiated by the Chief of the Management Staff, and Mr. [REDACTED] may be contacted on extension [REDACTED] for further information.
5. It is requested that your comments and concurrence be indicated on the attached Concurrence Sheet and forwarded to the Regulations Control Staff by 19 May 1954.

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Attachment  
Proposed R [REDACTED]  
Concurrence Sheet

Document No. [REDACTED] 1031  
No Change in Class. ☐  
☒ Declassified  
Date: 22 NOV 1978  
Auth: [REDACTED]  
By: [REDACTED]  
Chief, Regulations Control Staff